



EXECUTIVE COMMITTEE

May 3, 2021 at 4:00 p.m.

Remote Participation via GoToMeetings¹

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Page	<u>AGENDA</u>
	4:00² Adjustments to the Agenda
	Public Comment
2	4:05 Financial Report (enclosed) ³
15	4:20 Contract/Agreement Authorization (enclosed) ³
	4:25 Bylaw Work Group Update
19	4:30 Bookkeeper Position Description (enclosed) ³
22	4:45 FY22 Dental Benefit (enclosed) ³
23	4:50 Resuming Normal Operations (enclosed)
25	5:05 Office Updates/ED Report (enclosed)
27	5:10 Meeting Minutes – April 5, 2021 (enclosed) ³
30	5:15 Commission Meeting Agenda (enclosed) ³
	5:25 Reschedule June Meeting (enclosed)
	5:30 Adjourn

Next Meeting: TBD - May 24 or June 1, 2021

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised

³ Anticipated action item.



MEMO

Date: April 31, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Financial Report as of 03/31/21

✉ **ACTION REQUESTED:** Accept March 31, 2021, unaudited financial reports.

FY20 Summary: We received the first draft of the audited financial statements from the auditors. Staff and the accountants will send feedback and management letter responses next week. The audit is expected to be finalized the week of May 10th. As of 04/31/21, CVRPC's Net Income for FY20 is \$165,094. Funders are being updated on the timeline for delivery.

FY21 Summary: As of 03/31/21, CVRPC's Net Income for the nine months ended March 31, 2021, is \$113,161.07. This is in line with expectations. Net Income will begin to decline in April to reflect CVRPC's new indirect rate, which was adjusted to avoid over recovery (we will *under recover* costs through June 30).

Balance Sheet

- **Assets** – Billing is substantially complete through 03/31. Some invoices are in the review and finalization process. Aging receivables are at \$262,454, which is typical for CVRPC. Operating cash is \$120,049. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. A balance of \$60,000 would be of concern.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance.
 - Accrued vacation and compensatory time balances do not appear to have been trued up. Liability balances are available on the Paid Time Off summary.
 - ACCD Deferred Income for FY21 stands at -\$23,234. This means expenses have been charged in excess of available current funds. The Deferred Income balance will be adjusted with the funds received for Quarter 4. Staff is working on other projects when

possible to mitigate any over run of ACCD funds. Other Deferred Income consists of LEPC # 5 Old Funds of \$1,791.

- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 03/31/21 is \$567,570. It was \$484,627 and \$274,209 on the same date in 2020 and 2019, respectively. The increase in Total Equity represents CVRPC's successful efforts to implement its five-year plan to improve its financial position.
- *Net Income* of \$113,161.07 primarily reflects retainage of Town Dues earned in July 2020 and over recovery of indirect. Net Income will begin declining in April.

Budget vs. Actual (a.k.a. Profit & Loss Statement or Net Income Statement)

In reviewing Income and expenses through 03/31/21, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 03/31/21 is 75%.

- *Income* – Total revenue stands at 71.71% earned, near the benchmark of 75%. Variances for Income reflect planned project paces. Exceptions are DEC Woodbury Elem/Fire, EMPG, and TPI. Work has resumed for the Woodbury project, and the project is progressing according to its new schedule. EMPG work slowed due to the LGER project; it will accelerate in the fourth quarter. TPI has accelerated with the transportation planner position filled.
- *Expenses* – Total expenses stand at 63.19%, below the benchmark of 75%. Wages, CVRPC's most significant expense, is under the budget at 71.35%. This reflects hours reductions by staff related to COVID child care and the employment date for the transportation planner. It will remain under budget with the vacant land use planner position. Consultants, the second-largest expense, is under budget at 53.92%, reflecting project progress. Equipment/furniture supply (5331) purchases occur in April-June annually. IT/Computer is under budget because CVRPC's IT firm has been unable to fill a vacancy and is not providing full service.

Financial Statement Acronyms & Abbreviations Guide

604b	Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
BCRC	Bennington County Regional Commission
CCRPC	Chittenden County Regional Planning Commission
CEDS	Comprehensive Economic Development Strategy
CVFiber	Central Vermont Fiber, a communications union district
CW	Clean Water
DEC	Vermont Department of Environmental Conservation
DPS	Vermont Department of Public Safety
DCRA	Dependent Care Reimbursement Account

EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
FICA	Federal Insurance Contributions Act (federal payroll tax)
GIS	Geographic Information Systems (computer mapping/analysis program)
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LGER	Local Government Expense Reimbursement
LEMP	Local Emergency Management Plan
LEPC SERC	Local Emergency Planning Committee 5's State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MARC	Mount Ascutney Regional Commission (formerly Southern Windsor Co. RPC)
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
NEIWPPC	New England Interstate Water Pollution Control Commission
QAPP	Quality Assurance Project Plan
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission (now MARC)
TPI	VTrans Transportation Planning Initiative
VAPDA	Vermont Association of Planning & Development Agencies (RPCs together)
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VDT	Vermont Department of Taxes
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District
WCA P3	Watershed Consulting Associates public-private participation (to identify parcels to which the 3-acre stormwater rule will apply)

10:56 AM
04/30/21
Accrual Basis

Central Vermont Regional Planning Commission
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Community National Bank	120,048.45
1009 · Northfield Savings - Reserve	186,870.98
Total Checking/Savings	<u>306,919.43</u>
Accounts Receivable	
1200 · Accounts Receivable	262,453.58
Total Accounts Receivable	<u>262,453.58</u>
Total Current Assets	569,373.01
Fixed Assets	
1501 · Equipment	56,950.35
1502 · Equipment - Accum. Depreciation	-43,388.71
Total Fixed Assets	<u>13,561.64</u>
Other Assets	
1301 · Prepaid Expenses	17,823.21
1320 · Deposits	4,415.00
Total Other Assets	<u>22,238.21</u>
TOTAL ASSETS	<u><u>605,172.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,131.48
Total Accounts Payable	<u>10,131.48</u>
Credit Cards	
2010 · Peoples United Bank Visa	372.00
Total Credit Cards	<u>372.00</u>
Other Current Liabilities	
2102 · Accrued Vacation	21,370.28
2103 · Accrued Compensatory Time	20,749.15
2200 · Deferred Income	
2201 · ACCD	-23,234.25
2203 · LEPC #5 Old Funds	1,791.04
Total 2200 · Deferred Income	<u>-21,443.21</u>
2304 · Dependent Care Deductions	1,952.22
2306 · Pension Liability- Edward Jones	4,470.47
Total Other Current Liabilities	<u>27,098.91</u>
Total Current Liabilities	<u>37,602.39</u>
Total Liabilities	37,602.39

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04/30/21
Accrual Basis

Central Vermont Regional Planning Commission
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
Equity	
3100 · Unrestricted Net Position	
3150 · Designated for High Meadows	200.64
3100 · Unrestricted Net Position - Other	<u>278,594.85</u>
Total 3100 · Unrestricted Net Position	278,795.49
3300 · Invested in Fixed Assets	10,519.92
3900 · Retained Earnings	165,093.99
Net Income	<u>113,161.07</u>
Total Equity	<u>567,570.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>605,172.86</u></u>

10:47 AM
04/30/21

Central Vermont Regional Planning Commission
A/R Aging Summary
 As of March 31, 2021

Gray shading denotes payments received as of 04/30/21

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
ACCD							
ACCD 21	0.00	0.00	0.00	63,918.38	0.00	63,918.38	
Total ACCD	0.00	0.00	0.00	63,918.38	0.00	63,918.38	
Bennington County Regional Commission - C	0.00	0.00	128.00	0.00	0.00	128.00	
Berlin							
Berlin Better Roads FY 20	0.00	0.00	0.00	0.00	7,079.00	7,079.00	Project complete. Spoke with new Town Administrator 4/19 regarding Town invoice to VTrans.
Total Berlin	0.00	0.00	0.00	0.00	7,079.00	7,079.00	
CCRPC							
CEDS							
Engagement	581.02	1,028.85	0.00	0.00	0.00	1,609.87	
Planning	76.44	426.66	0.00	0.00	0.00	503.10	Quarterly invoice. January - March 2021 sent 04/23/21.
Profile/Strategy	4,856.89	6,433.27	0.00	0.00	0.00	11,290.16	
Total CEDS	5,514.35	7,888.78	0.00	0.00	0.00	13,403.13	
Clean Water							
Act 76	392.91	2,875.95	0.00	0.00	0.00	3,268.86	
Oversight/Report	238.99	590.14	0.00	0.00	0.00	829.13	
TBP Implement	2,538.76	4,132.75	0.00	0.00	0.00	6,671.51	Quarterly invoice. Jan-Mar invoice in progress.
TBP Planning	531.59	948.33	0.00	0.00	0.00	1,479.92	
Total Clean Water	3,702.25	8,547.17	0.00	0.00	0.00	12,249.42	
Total CCRPC	9,216.60	16,435.95	0.00	0.00	0.00	25,652.55	
CVFiber - Fee for Service							
CVF - Admin	906.25	0.00	0.00	0.00	0.00	906.25	
Total CVFiber - Fee for Service	906.25	0.00	0.00	0.00	0.00	906.25	
Department of Environmental Conservation							
Moretown Elem SW Final Design	3,573.44	0.00	750.76	0.00	0.03	4,324.23	Product-based. March product invoice in process.
Woodbury Elem/Fire	151.15	0.00	784.28	0.00	0.00	935.43	Product-based. March product invoice in process.
Total Department of Environmental Conservation	3,724.59	0.00	1,535.04	0.00	0.03	5,259.66	
Department of Public Safety							
EMPG Supplemental							
COVID Response	478.13	0.00	1,683.13	808.22	997.88	3,967.36	
Planning	120.92	0.00	180.69	1,174.89	686.65	2,163.15	Quarterly invoice. Oct-Dec 2020 sent 04/19/21. Jan-Mar

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Central Vermont Regional Planning Commission
A/R Aging Summary
 As of March 31, 2021

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Train/Collaborate	1,049.02	0.00	1,651.00	757.58	209.54	3,667.14	pending review.
WiFi	0.00	0.00	129.83	98.05	1,786.45	2,014.33	
Total EMPG Supplemental	1,648.07	0.00	3,644.65	2,838.74	3,680.52	11,811.98	
LHMP Montpelier & Calais	2,187.02	0.00	2,340.57	329.47	2,981.17	7,838.23	Partial payment was made on 329.47 to reflect the project's 25% required match. March invoice sent 04/23/21.
Total Department of Public Safety	3,835.09	0.00	5,985.22	3,168.21	6,661.69	19,650.21	
Duxbury							
Parcel Maps	1,021.11	0.00	0.00	0.00	0.00	1,021.11	March invoice sent 04/30/21.
Total Duxbury	1,021.11	0.00	0.00	0.00	0.00	1,021.11	
EMPG							
EMPG 20							
LEMP	574.46	0.00	180.69	32.25	77.51	864.91	
REMC Transition	45.36	0.00	164.23	16.11	0.00	225.70	Quarterly invoice. Oct - Dec 2020 sent 03/24/21. Jan-Mar 2021
Response	30.23	0.00	229.89	0.00	1,066.29	1,326.41	pending review.
Technical Assistance	1,611.76	0.00	2,681.35	1,354.87	2,485.44	8,133.42	
Total EMPG 20	2,261.81	0.00	3,256.16	1,403.23	3,629.24	10,550.44	
Total EMPG	2,261.81	0.00	3,256.16	1,403.23	3,629.24	10,550.44	
Forest Parks and Recreation							
Forest Integrity	868.90	0.00	1,219.79	0.00	0.00	2,088.69	Semi annual invoice.next invoice can be sent after June 2021.
Total Forest Parks and Recreation	868.90	0.00	1,219.79	0.00	0.00	2,088.69	
Friend of the Winooski River							
Water Wise Woodlands	494.09	0.00	430.09	205.92	1,179.75	2,309.85	Quarterly invoice. Payments on hold until contract signed; final contract received 04/30/21. Oct - Dec 2020 invoice sent 02/19/21. Jan - Mar 2021 in progress.
Total Friend of the Winooski River	494.09	0.00	430.09	205.92	1,179.75	2,309.85	
GIS Fee For Service	0.00	0.00	0.00	236.06	0.00	236.06	
LEPC SERC							
LEPC 21	1,558.48	0.00	1,739.85	0.00	0.00	3,298.33	Quarterly invoice. March sent 04/30/21.
LEPC Old Funds	15.13	0.00	0.00	0.00	0.00	15.13	
Total LEPC SERC	1,573.61	0.00	1,739.85	0.00	0.00	3,313.46	
Marshfield							
LHMP	765.82	0.00	0.00	0.00	0.00	765.82	Milestone based. March milestone invoice in progress.
Total Marshfield	765.82	0.00	0.00	0.00	0.00	765.82	

10:47 AM
04/30/21Central Vermont Regional Planning Commission
A/R Aging Summary
As of March 31, 2021

Gray shading denotes payments received as of 04/30/21

Middlesex

Capital Improvement Plan	425.60	0.00	368.45	0.00	0.00	794.05
Walkable Middlesex MPM	537.04	0.00	0.00	0.00	0.00	537.04
Zoning Update	1,695.57	0.00	1,125.84	0.00	0.00	2,821.41
Total Middlesex	2,658.21	0.00	1,494.29	0.00	0.00	4,152.50

Moretown

Zoning Update	426.82	0.00	0.00	0.00	0.00	426.82	March invoice sent 04/30/21.
Total Moretown	426.82	0.00	0.00	0.00	0.00	426.82	

Mount Ascutney Regional Commission

DIBG - Berlin Town Office Construction	65.18	94.42	68.50	0.00	0.00	228.10	Invoices through January 2021 (162.92) sent 03/05/21. Holding March invoice due to small amount/administrative efficiency (65.18).
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DIBG - Woodbury Calais Final Design

Calais East Calais PO	6,843.50	0.00	0.00	0.00	0.00	6,843.50
Calais Moscow Wds	6,843.50	0.00	0.00	0.00	0.00	6,843.50
Woodbury Church Street	0.00	0.00	405.80	0.00	3,582.50	3,988.30
Woodbury Fire/PO	0.00	0.00	405.90	0.00	3,582.50	3,988.40
Woodbury/Calais Program Delivery	0.00	533.35	126.26	0.00	0.00	659.61

Invoices through February 2021 sent 04/05/21. March on hold pending contract amendment (in packet).

Total DIBG - Woodbury Calais Final Design	13,687.00	533.35	937.96	0.00	7,165.00	22,323.31
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Total Mount Ascutney Regional Commission	13,752.18	627.77	1,006.46	0.00	7,165.00	22,551.41
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Northwest Regional Comm'n

Municipal Grants in Aid

FY21 BMP	30.21	0.00	483.14	760.58	592.34	1,866.27	Quarterly invoice. Jan - Mar 2021 sent 04/14/21.
FY21 Equipment	18.63	0.00	60.73	75.30	188.24	342.90	Quarterly invoice. Jan - Mar 2021 sent 04/14/21.
Total Municipal Grants in Aid	48.84	0.00	543.87	835.88	780.58	2,209.17	

Total Northwest Regional Comm'n	48.84	0.00	543.87	835.88	780.58	2,209.17
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Plainfield

Better Roads FY20	0.00	0.00	0.00	37.65	4,016.90	4,054.55	Project complete; invoice sent 02/16/21. Emailed Town regarding payment on 04/30/21.
Total Plainfield	0.00	0.00	0.00	37.65	4,016.90	4,054.55	

Rutland Regional Comm'n

604b	60.96	0.00	47.22	0.00	0.00	108.18	Schedule based invoice; invoice to be sent after 08/31/21.
Total Rutland Regional Comm'n	60.96	0.00	47.22	0.00	0.00	108.18	

10:47 AM
04/30/21

Central Vermont Regional Planning Commission
A/R Aging Summary
 As of March 31, 2021

Gray shading denotes payments received as of 04/30/21

VTrans						
TPI						
TPI Admin	1,319.70	346.90	877.78	2,400.28	0.00	4,944.66
TPI Coordination	2,111.94	0.00	4,780.25	956.48	0.00	7,848.67
TPI Long Range	2,665.41	0.00	560.10	646.49	0.00	3,872.00
TPI Other TRPT	2,334.60	0.00	1,364.60	319.64	157.44	4,176.28
TPI Project Develop	3,850.60	0.00	263.79	783.38	0.00	4,897.77
TPI SRP	11,636.02	0.00	20,706.90	13,825.12	0.00	46,168.04
Total TPI	23,918.27	346.90	28,553.42	18,931.39	157.44	71,907.42
VTrans - Other	0.00	0.00	-0.01	0.00	-0.08	-0.09
Total VTrans	23,918.27	346.90	28,553.41	18,931.39	157.36	71,907.33
Washington						
Washington Better Roads FY 20	0.00	0.00	0.00	18.82	6,190.67	6,209.49
Washington - Other	0.00	0.00	0.00	-0.50	0.00	-0.50
Total Washington	0.00	0.00	0.00	18.32	6,190.67	6,208.99
Watershed Consulting_						
WCA P3 Acre						
4. Mtg Coord	0.00	0.00	0.00	123.12	68.50	191.62
Total WCA P3 Acre	0.00	0.00	0.00	123.12	68.50	191.62
Total Watershed Consulting_	0.00	0.00	0.00	123.12	68.50	191.62
Woodbury						
Plan Engagement	208.61	0.00	0.00	0.00	0.00	208.61
Woodbury Town Plan	1,813.92	0.00	3,076.70	0.00	0.00	4,890.62
Total Woodbury	2,022.53	0.00	3,076.70	0.00	0.00	5,099.23
Worcester						
Plan Maps	0.00	0.00	2,572.98	91.32	0.00	2,664.30
Total Worcester	0.00	0.00	2,572.98	91.32	0.00	2,664.30
TOTAL	67,555.68	17,410.62	51,589.08	88,969.48	36,928.72	262,453.58

March 20201 invoice sent 04/23/21.

Project complete; invoice sent 02/16/21. Resent to Town 04/30/21.

Overpayment

Project delayed by funder; contact extended to May 2021; holding invoice for project close.

Product-based invoice. Next invoice is 06/30/21.

Product-based invoice. Next invoice is 05/30/21.

Paid Time Off Liability Balances

As of April 2, 2021

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Andrews, A.	23.01	0.00	\$ -		
Chartrand, N.	26.26	5.12	\$ 134.45		
DeAndrea, P.	28.59	0.00	\$ -		
Juodisius, E.	18.72	0.00	\$ -		
Maia, Z.	21.15	0.00	\$ -		
Meyer, C.	31.25	0.00	\$ -		
Rock, C.	28.60	0.00	\$ -		
Vinson, G.	23.42	0.00	\$ -		
Waninger, B.	43.74	547.00	\$ 23,925.78		
		552.12	\$ 24,060.23		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	23.01	128.29	\$ 2,951.95	360	\$ 8,283.60
Chartrand, N.	26.26	175.15	\$ 4,599.44	203	\$ 5,320.28
DeAndrea, P.	28.59	16.75	\$ 478.88	360	\$ 10,292.40
Maia, Z.	21.15	151.25	\$ 3,198.94	184	\$ 3,891.60
Meyer, C.	31.25	8.00	\$ 250.00	8	\$ 250.00
Rock, C.	28.60	154.90	\$ 4,430.14	241	\$ 6,904.04
Vinson, G.	23.42	51.25	\$ 1,200.28	128	\$ 2,997.76
Waninger, B.	43.74	360.00	\$ 15,746.40	360	\$ 15,746.40
		1,045.59	\$ 32,856.03	1,844	\$ 53,686.08

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	23.01	259.72	\$ 5,976.16	280	\$ 6,442.80
Chartrand, N.	26.26	100.91	\$ 2,649.90	112	\$ 2,941.12
DeAndrea, P.	27.75	73.24	\$ 2,032.41	200	\$ 5,550.00
Maia, Z.	21.15	76.97	\$ 1,627.92	160	\$ 3,377.02
Meyer, C.	31.25	10.00	\$ 312.50	10	\$ 312.50
Rock, C.	28.60	16.75	\$ 479.05	160	\$ 4,576.00
Vinson, G.	23.42	45.55	\$ 1,066.78	110	\$ 2,568.47
Waninger, B.	43.74	200.00	\$ 8,748.00	200	\$ 8,748.00
		783.14	\$ 22,892.71	1,231	\$ 34,515.91

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 79,808.97	\$ 112,262.22
Maximum versus Current Difference	\$ 32,453.25	Percent of Max 71%

¹No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours. The Personnel Policy discusses monitoring of compensatory time.

²Maximum hours depicted reflect the maximum an employee could have earned based on years of employment and employment status (FT or PT).

5:04 PM
04/30/21
Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	217,438.93	272,678.00	-55,239.07	79.74%
4102 · ACCD Match	-0.01			
4100 · ACCD - Other	0.00	0.00	0.00	0.0%
Total 4100 · ACCD	217,438.92	272,678.00	-55,239.08	79.74%
4200 · Community Development				
4208 · Working Communities	5,000.00	5,000.00	0.00	100.0%
4210 · BCRC Regional Energy Implement	4,875.00	4,875.00	0.00	100.0%
4215 · CCRPC CEDS	14,917.54	25,000.00	-10,082.46	59.67%
4200 · Community Development - Other	0.00	0.00	0.00	0.0%
Total 4200 · Community Development	24,792.54	34,875.00	-10,082.46	71.09%
4300 · Fee for Services				
4302 · Cross VT Trail	0.00	1,200.00	-1,200.00	0.0%
4304 · GIS Mapping	802.58	4,500.00	-3,697.42	17.84%
4308 · WBRD Admin	4,000.00	4,000.00	0.00	100.0%
4310 · Town of Worcester	3,577.53			
4315 · CVFiber	906.25	2,500.00		
4320 · Town of Duxbury	1,021.11			
4300 · Fee for Services - Other	0.00	0.00	0.00	0.0%
Total 4300 · Fee for Services	10,307.47	12,200.00	-1,892.53	84.49%
4400 · Municipal Contracts				
4403 · Better Back Roads	20,697.42	20,716.00	-18.58	99.91%
4404 · Cabot Trails MPG 19	0.00			
4415 · Waitsfield Road Erosion Invent.	3,786.60	3,787.00	-0.40	99.99%
4430 · BT Road Erosion Inventory	6,498.77	6,498.00	0.77	100.01%
4435 · Town of Woodbury	7,373.91	11,727.00	-4,353.09	62.88%
4440 · Town of Middlesex	7,293.53	11,424.00	-4,130.47	63.84%
4445 · Town of Moretown	2,426.82	5,280.00	-2,853.18	45.96%
4450 · Town of Marshfield	765.82	8,499.00	-7,733.18	9.01%
4400 · Municipal Contracts - Other	0.00	2,300.00	-2,300.00	0.0%
Total 4400 · Municipal Contracts	48,842.87	70,231.00	-21,388.13	69.55%
4500 · Natural Resources				
4501 · 604B Water Planning	3,744.18	3,636.00	108.18	102.98%
4506 · Forest Integrity	4,610.73	40,375.00	-35,764.27	11.42%
4512 · NEIWPCC Berlin SW Final Design	0.00	0.00	0.00	0.0%
4516 · Tactical Basin Planning	22,428.92	30,024.00	-7,595.08	74.7%
4518 · WCA PublicPrivatePartnership-P3	191.62	3,792.00	-3,600.38	5.05%
4519 · MARC Design Imp. Block Grant	30,905.86	42,480.00	-11,574.14	72.75%
4520 · DEC Woodbury Elem/Fire SW F.D	14,328.23	28,799.00	-14,470.77	49.75%
4521 · DEC Moretown School SW Fin Des	15,807.54	36,152.00	-20,344.46	43.73%
4525 · Friends of the Winooski River	2,309.85	2,195.00	114.85	105.23%
4500 · Natural Resources - Other	0.00	0.00	0.00	0.0%
Total 4500 · Natural Resources	94,326.93	187,453.00	-93,126.07	50.32%
4600 · Public Safety				
4602 · EMPG	17,146.02	36,741.00	-19,594.98	46.67%
4607 · LEPC SERC	7,441.11	9,628.00	-2,186.89	77.29%
4609 · DPS Local Hazard Mitig. Plans	5,875.62	8,824.00	-2,948.38	66.59%

5:04 PM
04/30/21
Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
4611 · VEM Emergency Operation MOA	0.00	250.00	-250.00	0.0%
4615 · DPS EMPG	11,811.98	15,636.00	-3,824.02	75.54%
4620 · VDT LGER	115,745.17	113,676.00	2,069.17	101.82%
4600 · Public Safety - Other	0.00	2,500.00	-2,500.00	0.0%
Total 4600 · Public Safety	158,019.90	187,255.00	-29,235.10	84.39%
4700 · Town Dues (Parent)				
4701 · Town Dues	79,746.16	79,875.00	-128.84	99.84%
4702 · Town Dues Match	0.00			
Total 4700 · Town Dues (Parent)	79,746.16	79,875.00	-128.84	99.84%
4800 · Transportation				
4803 · Grants in Aid	15,433.10	18,224.00	-2,790.90	84.69%
4804 · TPI	154,741.33	262,459.00	-107,717.67	58.96%
Total 4800 · Transportation	170,174.43	280,683.00	-110,508.57	60.63%
4900 · Other Income				
4901 · Interest Income	226.39	295.00	-68.61	76.74%
4950 · Salaries To Be Allocated	0.00			
4955 · Indirect To Be Allocated	0.00			
4960 · Expenses To Be Allocated	0.00			
4999 · Miscellaneous Income	5,000.00	5,000.00	0.00	100.0%
Total 4900 · Other Income	5,226.39	5,295.00	-68.61	98.7%
Total Income	808,875.61	1,130,545.00	-321,669.39	71.55%
Gross Profit	808,875.61	1,130,545.00	-321,669.39	71.55%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	309,340.80	489,209.00	-179,868.20	63.23%
5100 · Fringe Benefits				
5101 · FICA	23,883.14	37,292.00	-13,408.86	64.04%
5110 · Health Insurance	72,644.43	85,203.00	-12,558.57	85.26%
5112 · Dental Insurance	3,862.56	5,660.00	-1,797.44	68.24%
5115 · Life Disability Insurance	1,916.06	3,234.00	-1,317.94	59.25%
5120 · Pension Plan - Edward Jones	12,573.33	19,047.00	-6,473.67	66.01%
5125 · Technology Stipend	2,351.99	3,440.00	-1,088.01	68.37%
5130 · Unemployment Insurance	339.00	590.00	-251.00	57.46%
5135 · Worker's Comp	2,536.47	3,394.00	-857.53	74.73%
5100 · Fringe Benefits - Other	0.00	0.00	0.00	0.0%
Total 5100 · Fringe Benefits	120,106.98	157,860.00	-37,753.02	76.08%
5000 · Wages and Fringe Benefits - Other	0.00	0.00	0.00	0.0%
Total 5000 · Wages and Fringe Benefits	429,447.78	647,069.00	-217,621.22	66.37%
5200 · Professional Services				
5201 · Accounting	45,000.00	65,000.00	-20,000.00	69.23%
5202 · Audit	0.00	7,950.00	-7,950.00	0.0%
5203 · IT/Computer	695.00	2,300.00	-1,605.00	30.22%
5204 · Legal	1,934.50	3,000.00	-1,065.50	64.48%
5205 · Videography	0.00	0.00	0.00	0.0%
5206 · Professional Services - Other	656.50	1,300.00	-643.50	50.5%
5200 · Professional Services - Other	0.00	0.00	0.00	0.0%
Total 5200 · Professional Services	48,286.00	79,550.00	-31,264.00	60.7%
5305 · Advertising	2,094.05	3,454.00	-1,359.95	60.63%
5315 · Consultants	139,895.88	234,242.00	-94,346.12	59.72%

5:04 PM
04/30/21
Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
5320 · Depreciation expense	3,705.32	4,800.00	-1,094.68	77.19%
5325 · Copy				
5326 · Copier extra copies	901.53	1,320.00	-418.47	68.3%
5327 · Copier Lease Payments	1,774.97	2,340.00	-565.03	75.85%
5325 · Copy - Other	0.00	0.00	0.00	0.0%
Total 5325 · Copy	2,676.50	3,660.00	-983.50	73.13%
5330 · Supplies				
5331 · Equipment/Furniture	1,865.63	4,080.00	-2,214.37	45.73%
5332 · GIS Supplies	0.00	500.00	-500.00	0.0%
5333 · Office Supplies	1,641.62	3,000.00	-1,358.38	54.72%
5334 · Billable Supplies	24.25	307.00	-282.75	7.9%
5335 · Subscriptions/Publications	651.88	1,411.00	-759.12	46.2%
5330 · Supplies - Other	0.00	0.00	0.00	0.0%
Total 5330 · Supplies	4,183.38	9,298.00	-5,114.62	44.99%
5344 · Insurance				
5345 · Liability Insurance	1,003.50	1,532.00	-528.50	65.5%
5346 · Public Officials Insurance	1,835.46	3,316.00	-1,480.54	55.35%
Total 5344 · Insurance	2,838.96	4,848.00	-2,009.04	58.56%
5350 · Meetings/Programs	1,615.61	2,900.00	-1,284.39	55.71%
5355 · Postage	920.86	1,105.00	-184.14	83.34%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	2,590.92	3,454.56	-863.64	75.0%
5360 · Dues/Memberships/Sponsorships - Other	4,845.09	6,995.44	-2,150.35	69.26%
Total 5360 · Dues/Memberships/Sponsorships	7,436.01	10,450.00	-3,013.99	71.16%
5370 · Office Occupancy				
5310 · Cleaning	1,840.00	2,160.00	-320.00	85.19%
5371 · Rent/Utility Payments	31,787.55	42,383.00	-10,595.45	75.0%
5370 · Office Occupancy - Other	0.00	200.00	-200.00	0.0%
Total 5370 · Office Occupancy	33,627.55	44,743.00	-11,115.45	75.16%
5375 · Software/Licenses/IT Sub	7,287.65	12,327.00	-5,039.35	59.12%
5385 · Telephone/Internet	5,009.20	6,780.00	-1,770.80	73.88%
5390 · Travel	5,901.20	7,789.00	-1,887.80	75.76%
5999 · Miscellaneous Expenses				
5339 · Gifts	119.25	920.00	-800.75	12.96%
5380 · Fees				
5382 · Bank Fees	70.34			
5384 · Payroll Direct Deposit Fees	16.00			
5380 · Fees - Other	583.00	730.00	-147.00	79.86%
Total 5380 · Fees	669.34	730.00	-60.66	91.69%
5999 · Miscellaneous Expenses - Other	0.00	410.00	-410.00	0.0%
Total 5999 · Miscellaneous Expenses	788.59	2,060.00	-1,271.41	38.28%
8000 · Indirect Costs	0.00			
Total Expense	695,714.54	1,075,075.00	-379,360.46	64.71%
Net Ordinary Income	113,161.07	55,470.00	57,691.07	204.0%
Net Income	113,161.07	55,470.00	57,691.07	204.0%



MEMO

Date: April 28, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

GRANTS & SERVICE AGREEMENTS

(Contracts and agreements valued at more than \$25,000)

Southern Windsor County Regional Planning Commission (dba Mount Ascutney Regional Commission) – Design/Implementation Block Grant, Calais and Woodbury Stormwater Designs Amendment 3

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign amendment 3 for the Mount Ascutney Regional Commission Design/Implementation Block Grant for the Calais and Woodbury Stormwater Designs

Scope of Work: Complete four (4) final designs for stormwater mitigation projects. The projects are:

- 1) Woodbury - Church Street,
- 2) Woodbury - Fire Station and Post Office,
- 3) Calais – Moscow Woods Gully, and
- 4) Calais – East Calais Post Office.

Funding:

Grant Amount: ~~\$53,625~~ \$56,825 (state funds)
Match Amount: \$3,066 (town cash and in-kind)

Performance Period: 01/06/20 – 12/01/21

Staff: Pam DeAndrea (primary for Calais), Grace Vinson (primary for Woodbury)

Notes: The amendment increase funding for project management activities and related to additional costs incurred for the challenges associated with the Woodbury sites.

CONTRACTS

(Contracts and agreements valued at more than \$25,000)

None.

FOR INFORMATION ONLY

(Contracts, agreements, and Stormwater Program addendums valued at \$25,000 or less and site specific contract addendums for the Brownfields Program and task specific contract addendums for the Transportation Program)

AGREEMENTS**Town of Waitsfield – West Village Sidewalk Municipal Project Management**

Scope of Work: Serve as the Town's municipal project manager for this sidewalk construction project.

Funding: \$11,368 (80% Federal and 20% Town)

Performance Period: 12/22/20 – 04/30/22

Staff: Christian Meyer (primary)

CONTRACTS

None.

**MOUNT ASCUTNEY REGIONAL COMMISSION
AMMENDMENT #3 TO
STANDARD SUB-GRANT AGREEMENT
#CVRPC-2019DIBG-01 (BUNDLE)**

This AMENDMENT to contract #CVRPC-2019DIBG-01(Contract), executed on April 15, 2020, by and between the Mount Ascutney Regional (MARC) (formerly Southern Windsor County Regional Planning Commission (SWCRPC) and Central Vermont Regional Planning Commission shall be made effective on this 7th day of May, 2021, for the purposes of updating the project budget. This is the third Amendment to the Contract.

The Contract amendments are as follows:

Attachment B – Budget and Payment Provisions.

Budget Category (\$)	Project Budget Amount*	Funding Amount Requested	Total Match Provided
1 – Program Delivery Costs**	\$4,875	\$4,875	
	\$8,075	\$8,075	
2 – Project Implementation (non-MS4)			
2a - Project Costs for Design and/or Implementation <i>Woodbury - Church Street Stormwater Final Design</i>	\$17,350	\$16,450	\$900
2b - Project Costs for Design and/or Implementation <i>Woodbury - Fire Station & Post Office SW Final Design</i>	\$10,400	\$9,500	\$900
2c - Project Costs for Design and/or Implementation <i>Calais-Moscow Woods Gully Final Design</i>	\$11,633	\$11,000	\$633
2d - Project Costs for Design and/or Implementation <i>Calais-East Calais Post Office SW Final Design</i>	\$12,433	\$11,800	\$633
Sub-Total Implementation	\$51,816	\$48,750	
Total	\$56,691 \$59,891	\$53,625 \$56,825	\$3,066

All other language in the Contract remains the same.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS AGREEMENT.

SOUTHERN WINDSOR COUNTY
REGIONAL PLANNING COMMISSION

SUB-GRANTEE

Signature: _____

Signature: _____

Name: Thomas J. Kennedy, A.I.C.P.

Name: Bonnie Waninger

Title: Executive Director

Title: Executive Director

Date: _____

Date: _____



Central Vermont Regional Planning Commission

MEMO

Date: April 30, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Bookkeeper Job Description

✉ **ACTION REQUESTED:** Amend the Personnel Policy Manual to add a Bookkeeper job description and wage range.

CVRPC has been unsuccessful in hiring a Finance Manager. There were a limited number of applicants, and the preferred candidate withdrew from the process after notifying their current employer about reference checks. The job advertisement remains posted; however, it would be prudent for CVRPC to initiate an alternate plan. Staff recommends the Commission post a bookkeeper position and, if successful in hiring a qualified candidate, augment the position with a contracted accountant who is available to consult as needed, reviews the books at least monthly, and supports audit preparation. If this proves unsuccessful, staff will post a Request for Proposals for accounting services by May 30th.

Recommended Wage Range (full time equivalent)

The wage range was developed by reviewing similar positions at RPCs, conducting web research regarding Vermont wages for similar positions, and researching currently advertised jobs. CVRPC current pays \$60,000 for contracted accounting services, plus Office Manager and Executive Director time to support those services.

Job Title	Minimum	Mid-Point	Maximum
Finance Manager	50,000	65,000	80,000
Bookkeeper	34,770	49,530	60,000

What is the difference between a bookkeeper and an accountant?

Bookkeeping is a transactional and administrative role that handles the day-to-day task of recording financial transactions, including purchases, receipts, sales, and payments. The core of bookkeeping is data entry and coding, ensuring that the accounting system, spreadsheets and databases are populated with the correct data and coded to the right accounts so that bills can be paid and reports can be pulled.

Accountants oversee the bookkeeper and may perform billing, make general ledger entries, review accounts payable activity, and reconcile payroll. Accountants are responsible for managing the accounts, ensuring proper reconciliation for month-and year-end closure, and ensuring that financial statements are accurate, meaningful, and timely.

An experienced or learning-oriented bookkeeper can perform or be taught to perform RPC billing, journal adjustments, and payroll reconciliation. Since 2017, CVRPC has been strengthening its financial system to create more automated and defined processes for these functions. Ideally, CVRPC would use an accounting firm on a monthly basis at the start of bookkeeper employment and transition to quarterly, semi-annual, and annual use over time.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
BOOKKEEPER
Job Description

GENERAL DESCRIPTION

The Bookkeeper position enables the Commission to make informed decisions about expenditures, investments, and cash flow so that it can meet its service and financial goals. The Bookkeeper records financial transactions, maintains financial records, fact checks financial data, updates financial statements, and translates financial system invoices to state and federal forms. This position ensures accounts are current and accurate, and uses accounting software, excel spreadsheets, and other tools to track and manage data.

The Bookkeeper works independently under the general direction of the Executive Director and provides information to the Director and the Executive Committee, and to other staff. It is the position's responsibility to deal regularly with, and represent the Commission to, a variety of outside institutions, government and insurance agencies, and vendors.

Work is primarily at the CVRPC office and attendance at limited evening meetings is required. Limited field work may be required. This is a part-time position for ~24-30 hours per week.

CHARACTERISTIC DUTIES

- Perform payroll functions in an accurate and timely manner, and submit payroll taxes.
- Conduct reconciliation of all accounts on an as needed basis.
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner.
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments.
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition.
- Prepare financial reports through collection, analysis, and summarization of data.
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards.
- Comply with federal and state legal requirements by studying requirements; adhering to requirements; filing reports; and advising management on needed actions.
- Prepare for, coordinate, and participate in annual external audit and closing functions, indirect proposal preparation; and data compilation and analysis as part of budget planning.
- Provide bookkeeping support and interact with outside organizations served by the Commission, such as the Wrightsville Beach Recreation District, Cross Vermont Trail Association, Local Emergency Planning Committee #5, and any new customers.
- Communicate with internal and external stakeholders about financial issues.

- Pursue professional development opportunities.
- Prepare special reports and projects as requested.

TYPICAL KNOWLEDGE

- Knowledge of bookkeeping practices.
- Knowledge of generally accepted accounting principles, practices, and procedures.
- Considerable knowledge of administrative practices.
- Knowledge of state and federal legislation and regulatory requirements.
- Knowledge of state and federal grant administration and compliance monitoring requirements.
- Considerable knowledge of relevant computer applications.
- Knowledge of data management and financial data analysis.

TYPICAL SKILLS

- Knowledge of bookkeeping and accounting principles and best practices.
- Excellent data entry and record keeping skills.
- Maintains attention to detail.
- Exceptional organization skills; efficient data collection, review, and management.
- Able to deal with complex processes.
- Has problem-solving skills.
- Ability to communicate complex data in a clear way.
- Ability to communicate effectively orally and in writing.
- Ability to prioritize duties, work on several issues simultaneously, and meet firm deadlines.
- Ability to work independently and as part of a team is essential.
- Self-motivated to learn new concepts and to participate in new projects.

MINIMUM QUALIFICATIONS

- Associate's degree in bookkeeping, accounting or related discipline plus at least three years in a similar position, or a combination of education and experience from which comparable knowledge and skills are acquired. Bachelor's degree in accounting or related discipline and/or Certified Public Bookkeeper license preferred.
- Very familiar with GAAP.
- Proficiency with QuickBooks and Microsoft Office products or similar.
- Knowledge of state and federal grant and contract administration highly desirable.
- US citizen or otherwise lawfully authorized to work in the United States.

Adopted: ____/____/____



MEMO

Date: April 29, 2020
 To: Executive Committee
 From: Nancy Chartrand, Office Manager
 Re: FY22 Dental Benefit

☒ ACTION REQUESTED: Approve CVRPC's FY22 dental benefit to maintain the existing dental policy and 100% employer contribution.

For all plans sourced through VLCT, Delta Dental has proposed a 3.25% decrease in group dental rates with a two year guarantee. Therefore, there is a decrease in rates for the FY22 renewal.

Category	FY21 Actual (June projected)			FY22		
	Annual Premium	# Enrolled	CVRPC Cost	Premium	# Enrolled	CVRPC Cost
1 Person	\$446.28	3	\$1,338.84	\$431.76	3	\$1,295.28**
2 Persons	\$840.12	0	\$0.00	\$812.76	0	\$0.00
3+ Persons	\$1,485.00	3	\$4,455.00	\$1,436.76	3	\$4,310.28
CVRPC Total Cost by Fiscal Year			\$5,793.84	\$5,605.06		

*Is not reduced for Maia departure (May & June) for ease of comparison

** Assuming new hire will take a 1 person plan for ease of comparison



MEMO

Date: April 30, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Resuming Normal Business Operations

☒ **ACTION REQUESTED:** None. Staff requests Executive Committee input into resuming normal operations. RPC Directors will be discussing this topic at the May 6th VAPDA meeting.

As part of the *Vermont Forward* plan, universal guidance will transition businesses from sector-specific mitigation measures to more broad mitigation measures across most sectors. The transition from sector specific guidance to Universal Guidance will happen in two phases. Sectors are broken into two groups, and the timing of the transition to Universal Guidance is based upon the group to which a sector belongs.

Universal Guidance

CVRPC is included in the Group A Sector, which are businesses with low contact, short duration, outdoor and controlled environments. Effective April 9, 2021, Group A businesses were eligible to reopen following Universal Guidance. The Guidance includes:

- **Stay home if sick.** Policies to remind employees to stay home if they have signs and symptoms of COVID-19. No symptomatic or COVID-19 positive workers allowed on site.
- **Wear a mask.** Face coverings over noses and mouths when in the presence of others.
- **Ensure six-foot spaces and uncrowded places.** Employees and customers must observe strict social distancing of 6 feet while on location, to the extent possible.
- **Practice good hygiene.** Easy and frequent access to soap and water or hand sanitizer while working. Hand washing or sanitization is required frequently including before entering and leaving job sites. All open common spaces and equipment must be cleaned regularly and, when possible, prior to transfer from one person to another.
- **Think before you travel.** Follow the State's travel guidance and educate employees and customers about the State's policies.

Office

Currently, the office remains closed. The Office Manager comes in on Mondays or Tuesday to process mail, maintain the copier, and complete other in-office activities. The Executive Director comes in on Thursdays or Fridays for the same reasons. Other staff access the office infrequently as needed.

Meetings of Public Bodies

Meetings of public bodies is included in the Group B Section, which are longer duration or close contact environments. Effective May 1, meetings of public bodies can be held in person if the Universal Guidance is observed.

Employee Input

The team discussed returning to the office. Some employees are ready to return now; some expressed a readiness to return by July 1; and some expressed reticence to return until later in the calendar year. At least one employee prefers full-time remote work, expressing they felt more productive. All acknowledged that municipalities may resume in-person meetings, especially those with limited broadband connections, and staff may be requested to attend in-person.

Director's Current Thinking

Through July 1, maintain a closed office and continue holding virtual meetings.

- Allow those staff who want to transition back to in-office work to do so for up to three days per week. This will assist staff to begin the transition back to in-office work, respect fears produced by a year-long pandemic requiring social distancing, and assist CVRPC to adapt its in-office, workplace safety protocols.
- Maintain the requirement that staff attend in-person meetings only when absolutely necessary.
- Require employees to wear facial coverings/masks when conducting all CVRPC work, except when employees are conducting field work and not in the presence of other people.

After July 1, request all staff to resume in-office work at least one day per week with no more than 2-3 employees in the office at the same time.

- Continue holding virtual meetings. This will provide some interaction and collaboration among staff, allow for continued adaptation of workplace safety protocols, and respect that employees still may need flexibility to accommodate child care requirements.
- Permit in-person meeting attendance as needed.
- Require employees to wear facial coverings/masks when conducting all CVRPC work except as noted above.

Beginning September 1, open the CVRPC office and potentially resume in-person meetings.

- Request all staff resume in-office work at least three days per week.
- Evaluate facial covering requirement for staff and visitors in light of State guidance.
- Resume in-person, hybrid committee meetings, which will require RSVPs for those attending in-person or use of a larger meeting space than CVRPC's office.
- Evaluate whether hybrid meetings are possible for the Board based on anticipated in-person attendance, available space, and physical distancing requirements. Given internet connectivity challenges experienced at the Chamber conference room, virtual meeting participation may not be possible.

Nancy has purchased an [Owl](#) - a 360-degree camera, mic, and speaker combined into one device - to test the functionality of hybrid meetings. It will be difficult to accommodate large meetings while physical distancing requirements remain in place. The distancing requirements mean 36 SF are needed for each person physically present at a meeting. For CVRPC's conference room, this equates to a maximum capacity of four people. For the Chamber conference room, it equates to 11-13 people.

Executive Director's Report

April 26, 2021

America Rescue Plan Act (ARPA)

Staff is reaching out to all municipalities to discuss the America Rescue Plan Act (ARPA), its eligible uses, and potential municipal actions. ARPA is the latest COVID-recovery bill. The law creates a new \$10 billion Coronavirus Capital Projects Fund for “critical capital projects directly enabling work, education, and health monitoring, including remote options, in response to the public health emergency with respect to the Coronavirus Disease.” Funds are available until December 31, 2024. Vermont municipalities will be a recipient.

While the funding is available until 2024, municipalities that haven't identified preliminary activities/projects for funding early may find it difficult to expend the funds fully by the deadline. In addition, the State of Vermont and many federal agencies are ARPA fund recipients. We anticipate numerous grant programs will open for municipal and regional projects. Generally, ARPA provides an excellent opportunity for municipalities to update aging infrastructure if they move quickly.

In addition to municipal allocations, ARPA allocates funds to counties. The Legislature is apportioning the county share to municipalities by population. The table below demonstrates what the municipal, county, and combined share may be by municipality. This table is an estimate only. Final allocations will vary based on the US Treasury's definition of municipality (ex. will incorporated villages receive allocations or only towns?)

Municipality	2019 VT Dept of Health Est.	Municipal ¹ \$99	County \$194	Combined Total \$293
Barre City	8,528	\$844,272	\$1,654,432	\$2,498,704
Barre Town	7,720	\$764,280	\$1,497,680	\$2,261,960
Berlin	2,781	\$275,319	\$539,514	\$814,833
Cabot	1,433	\$141,867	\$278,002	\$419,869
Calais	1,604	\$158,796	\$311,176	\$469,972
Duxbury	1,305	\$129,195	\$253,170	\$382,365
East Montpelier	2,551	\$252,549	\$494,894	\$747,443
Fayston	1,330	\$131,670	\$258,020	\$389,690
Marshfield	1,473	\$145,827	\$285,762	\$431,589
Middlesex	1,724	\$170,676	\$334,456	\$505,132
Montpelier	7,372	\$729,828	\$1,430,168	\$2,159,996
Moretown	1,665	\$164,835	\$323,010	\$487,845
Northfield	6,522	\$645,678	\$1,265,268	\$1,910,946

¹ Monitor updated estimates at <https://www.nlc.org/resource/estimated-local-allocations-in-the-american-rescue-plan/>. As of 04/30/21, revised estimates for the municipal share changed by -\$812 for Barre City (largest population), -\$243 for East Montpelier (medium population) and -\$68 for Roxbury (smallest population). These are estimates only, not final allocations.

Municipality	2019 VT Dept of Health Est.	Municipal ¹ \$99	County \$194	Combined Total \$293
Orange	1,113	\$110,187	\$215,922	\$326,109
Plainfield	1,262	\$124,938	\$244,828	\$369,766
Roxbury	709	\$70,191	\$137,546	\$207,737
Waitsfield	1,693	\$167,607	\$328,442	\$496,049
Warren	1,671	\$165,429	\$324,174	\$489,603
Washington	1,010	\$99,990	\$195,940	\$295,930
Waterbury	5,155	\$510,345	\$1,000,070	\$1,510,415
Williamstown	3,530	\$349,470	\$684,820	\$1,034,290
Woodbury	883	\$87,417	\$171,302	\$258,719
Worcester	1,028	\$101,772	\$199,432	\$301,204
Regional Total		\$6,342,237	\$12,428,222	\$18,770,459

The US Treasury is required to issue guidance detailing its interpretation and implementation of eligible uses. The guidance is expected ~May 11th. The statutory language authorizes the following uses of ARPA funds.

- To respond to the pandemic or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- For premium pay to eligible workers performing essential work (as determined by each recipient government) during the pandemic, providing up to \$13 per hour above regular wages;
- For the provision of government services to the extent of the reduction in revenue due to the pandemic (relative to revenues collected in the most recent full fiscal year prior to the emergency);
- To make necessary investments in water, sewer, or broadband infrastructure;

A recipient may transfer its allocation to a private nonprofit organization, Tribal organization, public benefit corporation involved in the transportation of passengers or cargo, or special-purpose unit of State or local government if it chooses. Those entities would need to use the funds consistent with the purposes listed above.

The Act prohibits funds from being deposited into a pension fund or using the funds to offset, either directly or indirectly, a tax cut made since March 3, 2021.

The federal government is required to provide 50% of ARPA funds to states within 60 days of the Act's passage and states are required to provide funds to municipalities within 30 days of that. This means municipalities may receive 50% of their funds in July 2021. Treasury released early guidance to allow entities to begin preparing for the application process. VLCT is urging municipalities to set up a separate bank account to house these funds to facilitate tracking their use. Both VLCT and RPCs will be providing assistance to municipalities regarding ARPA fund use and tracking.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
April 5, 2021 Meeting

Present:

☒ Julie Potter
☒ Dara Torre
☒ Gerry D'Amico

☒ Laura Hill-Eubanks
☒ Steve Lotspeich

☒ Michael Gray
☒ Janet Shatney

Staff: Bonnie Waninger, Nancy Chartrand

Guests: George Clain, Barre Town CVRPC Board Alternate, Ahsan Ijaz & Enrique Gonzalez, The Ijaz Group

Call to Order

Chair Hill-Eubanks called meeting to order 4:01 pm. Quorum present to conduct business.

Adjustments to the Agenda

Gray requested an update on office space rental following subcommittee updates.

Public Comment

None.

Financial Report

Gonzalez provided a brief overview of current financials. He noted a few additional requests were received from the auditor, which he and B. Waninger will be addressing soon. He expects a first draft of the audit shortly. Waninger added the FY21 financials are in line with expectations at this point. Hill-Eubanks noted we are on track with the five-year plan to improve the financial position of the RPC. Gonzalez noted that the indirect rate change begins in March.

S. Lotspeich moved to accept the February 28, 2021 unaudited financial reports; M. Gray seconded. Motion carried.

FY 21 Budget Adjustment

Waninger provided a brief overview. She noted that the adjustment trues up revenue and expenses for FY21 budget to facilitate the FY22 budget process. She noted CVRPC's year-end net income will be higher than the current budget, with some of this related to over recovery of indirect costs that will be balanced out with the new indirect rate. There was discussion on depreciation of equipment and how that is depicted in the budget.

J. Shatney moved to adopt an adjustment to the CVRPC FY21 budget; J. Potter seconded. Motion carried.

FY22 Preliminary Budget Review

Waninger provided an overview of the preliminary draft of the FY22 budget. She noted that it is not expected to balance at this point in the process. With regard to expenses, this budget assumes staff return to the office in October and begin traveling and holding in-person meetings. Revenues are conservative; expenses are projected a bit high. With regard to rent, the budget used preliminary numbers received from our current landlord as a placeholder. Currently the budget shows a \$100K gap. Waninger provided some insight as to what potential contracts, grants, and funding might help close that gap. The final budget will be provided in June for review and adoption.

Contract/Agreement Authorization

Hill-Eubanks directed the Committee to the contracts in the packet for information only. No action required. D'Amico inquired of Gray how the Woodbury Town Plan Public Outreach was working. Gray indicated it was working pretty well, despite having to do it all virtually. An initial survey was distributed through the Town website and Front Porch Forum. It received over 130 responses, which they felt was a good response. They had a planning meeting hosted by Fish & Wildlife for map generating with over 30 participants. Gray said he is hoping that as they move forward they can potentially meet outside as a group versus online. Clare and Zach are helping them address everything the state and region want, and residents are addressing local wants.

Sub-Committee Updates

Nominating Committee: Potter provided more detail about the process the Committee recently undertook and how it came up with the list of recommendations in the packet. They are not asking Executive Committee to act on these recommendations right now, but wanted to pass along for future consideration. She also noted that a memorandum (road map) was written to their successors to make process easier for them in future. Staff will provide it to future committees.

Discussion ensued regarding the recommendations including inquiry as to how these recommendations should be implemented. After considerable discussion, Lotspeich advised that the Bylaws issue can be addressed by the Bylaws Work Group. It was further suggested the other recommendations be put on a future Executive Committee agenda for further consideration. Hill-Eubanks thanked Potter and the rest of the Nominating Committee for all the work done on these recommendations. Potter confirmed the draft slate was ready for the upcoming Board meeting.

Bylaw Work Group: Lotspeich said they are making good progress noting Clain has been providing a detailed review of the Bylaws helping them in identifying items to address. They are meeting every two weeks, and expect it will be another month or two before they have a draft for Executive Committee to review. Gray noted it has been great having Clain involved as he has a good knowledge of structure for the Bylaws, and his detailed review has been helpful. Clain thanked the members for their comments. He noted the work continues, and they will add the Nominating Committee recommendation to their agenda.

Executive Director Performance Appraisal Update

Hill-Eubanks noted they are behind schedule on this. Waninger will have a self-evaluation completed soon. Once Hill-Eubanks has that, she will send the self-evaluation and staff summaries to the Committee with a link to the evaluation survey for their completion.

Montpelier Office Space

Chartrand provided an overview of the status of the Request for Proposals being drafted for office space and the office search. It is expected an RFP will be distributed once approved by Waninger. A decision will need to be made by June 30th.

Meeting Minutes

J. Shatney moved to approve the minutes as presented; M. Gray seconded. Motion carried.

Commission Meeting Agenda

Hill-Eubanks advised there were two agenda versions as we were not certain who the speaker would be. Waninger advised CV Fiber had requested to be on our agenda; their Board meets on the same night as ours, and they were not able to move their meeting this month. The Version B agenda on page 45 was reviewed. The speaker will not be available until 7:30, so the order of the agenda was revised to accommodate his schedule. Waninger noted Ken Jones' presentation on COVID and the Vermont Economy includes state level statistics and a regional analysis from the economic strategy group.

Hill-Eubanks noted the need to add an item for Nominating Committee slate.

Significant discussion ensued regarding the West Central Vermont Comprehensive Economic Development Strategy (CEDS). It was confirmed that once a draft document is completed, it will come before the Board, and it is expected it will be discussed ongoing throughout the process. Potter noted there would be merit in providing a short overview of CEDS before Ken Jones' presentation to further inform the Board about the CEDS process. In addition to providing information on CEDS, Waninger will also provide a link in the packet to the recently developed website for the project.

It was also requested that there be an update on the Clean Water Service Provider program as part of staff updates and reports. Further discussion ensued as to where amendments would occur in the agenda.

J. Potter moved to approve Board agenda for April 13th as amended; M. Gray seconded. Motion carried.

Adjourn

J. Shatney moved to adjourn at 5:23 pm; G. D'Amico seconded. Motion carried.

Respectfully submitted,
Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

May 11, 2021 at 6:30 pm

Remote Participation via GoToMeetings¹

Join via computer, tablet or smartphone: <https://global.gotomeeting.com/join/552444045>

Dial in via phone²: (872) 240-3212; Access Code: 552-444-045

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<u>Page</u>	<u>AGENDA</u>
	6:30³ Adjustments to the Agenda
	Public Comments
Invited	6:35 2021 VELCO Long Range Transmission Plan , Hantz Presume (enclosed) Presentation and discussion
	<i>Alternate: Social Determinants of Health, Nicole Lukas, VT Department of Health,</i> nicole.lukas@vermont.gov Creating social and physical environments that promote good health.
	7:35 FY22 Nominations (enclosed) Presentation of slate; final opportunity for nominations from the floor
	7:45 Municipal Updates An opportunity for Board members to share news from their communities.
	8:15 Meeting Minutes – April 13, 2021 (enclosed) ⁴
	8:20 Reports (enclosed) Update/questions on Staff, Director, and Committee Reports
	8:30 Adjournment

Next Meeting: June 8, 2021

¹ Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

² Dial-in numbers are toll numbers. Fees may be charged dependent on your phone service.

³ Times are approximate unless otherwise advertised.